

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

PERSON SPECIFICATION

Premises Assistant

£28,929 - £31,074 (NJC Scale 4, points 6 to 11)
FULL TIME HOURS 6.30am - 2.30pm or 10am - 6pm,
Monday to Friday - 36 hours per week

Qualifications and Experience

- Good numeracy/literacy skills
- Experience of caretaking/ DIY would be an advantage
- A clean driving licence is desirable

Skills and knowledge

- An understanding of basic health & safety requirements, including fire safety, manual handling and COSHH
- Knowledge of security methodology for buildings and grounds
- Ability to perform the physical tasks required by the post, including lifting, carrying equipment, furniture and supplies
- Experience of carrying out basic administrative & IT tasks, including checking stock and logging statutory checks
- D.I.Y. skills to undertake basic repairs and maintenance of the building

Personal Qualities

- Ability to communicate professionally and effectively with colleagues and external stakeholders
- Sound judgment, able to deal with minor problems or escalate more serious issues, as appropriate
- A team player, with a positive and enthusiastic attitude
- Self-motivated and able to prioritise tasks in a logical way, to ensure the smooth running of the school
- Excellent attendance
- Flexible approach, with the ability to accommodate changes in priorities
- Ability to adhere to working procedures and policies within the school environment
- Understanding and respect for the principles of confidentiality
- A willingness to undertake training necessary for the role

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people; demonstrating suitability to work with children
- Ability to form and maintain appropriate relationships and personal boundaries with children and colleagues
- A commitment to the ethos and strategic direction of the school
- Demonstrates strong support for the school's mission and values
- Be a good role model